

## **Code of Conduct for Foundry Staff and Guests**

1. Work will begin only after all EH&S hazards have been identified and mitigated, and participants have been trained appropriately. Periodic reviews will be conducted to ensure that this is maintained.
2. Lab notebooks will conform to standard Foundry practice with a focus on accurate data reporting, description of controls, and other information that will allow reproducibility of experiments and support of patent.
3. The quality of science performed will be at the world-class level, suitable for publication in the top peer-reviewed journals, and consistent with the mission of the Department of Energy. Projects will undergo periodic review to ensure that this standard is met.
4. Users and Foundry staff will contribute, as requested, to the development of reports and related documents for Lab management and the DOE.
5. All users, regardless of home institution or research project proposed will be treated with respect, courtesy and a commitment to service. Staff will commit themselves to user projects in an equitable and unbiased manner.
6. Care will be taken to avoid conflicts of interest between users, and between users and Foundry staff. This could include receipt of a user proposal describing research similar to that pursued in the Foundry internal research program or to a user project already begun or under consideration. Within the bounds of protection of (private) details, participants involved in a potential conflict will be informed of any such situation before it arises.
7. Foundry staff will take responsibility for maintaining the facility and keeping expenditures within budget.
8. Senior Foundry staff will take a personal role in the mentoring of more junior staff in their career development.